



Volunteer Opportunities

Accessible Parking Enforcement Program (APEP) and Citizens On Patrol (COPS)– Police Department
Building Inspection Office Volunteer
Community Emergency Response Team (CERT)- Fire Department
City Council Prayer and Pledge Program
Fire Department Chaplains Unit
GIS / 911 Address Verification Assistant
Green St. Recreation Center Volunteers and Green St. Hatters
Green St. Recreation Center Computer Lab Instructor
Housing and Community Development Receptionist
Library Volunteer
Media Development Volunteer
Partners in Prevention Children's Mentor
Partners in Prevention Circles of East Texas Ally
Partners in Prevention Volunteer Program Assistant
Partners in Prevention Committees and Projects
Planning and Zoning Office Assistant
Police Area Representative-Office Assistant to the Officer
Police Chaplains Unit
Police Department Pawn Shop Detail Volunteer
Stragant Dog Park Volunteers
Stormwater Project Assistant
Variety / Project Volunteer
Volunteer Center Assistant

Adopter Opportunities

Adopt A School Partnership

Accessible Parking Enforcement Program (APEP) and Citizens On Patrol (COPS)

Department: Police Department

Location: Throughout Community

Through the City of Longview Accessible Parking Enforcement Program, citizens are trained to write tickets for handicap parking violations. The program is administered through the Longview Police Department. REQUIREMENTS: Applicant must be 21, possess valid Texas Driver's License, provide minimum vehicle insurance on personal vehicle, and meet all other requirements established by the city of Longview Municipal court. PREFER: Trustworthy, mature person with the ability to calmly handle situations and an understanding of the need to abide by the rules and regulations of the program. *Volunteer Application and Longview Police Department Volunteer Application are both required.*

TRAINING IS REQUIRED.

HOURS: Anytime.

Building Inspection Office Assistant

Development Services Building,

Location: 410 S. High Street

To perform a variety of office duties involved in the operation of City of Longview Building Inspection. Primary duty will be answering telephone calls.

REQUIREMENTS: Trustworthy, mature person preferably with some office experience that can work independently performing a variety of clerical duties.

KNOWLEDGE: Basic Office procedures and telephone etiquette. Volunteers must be willing to learn a body of knowledge concerning building inspection codes and other related materials. **ABILITY TO:**

Organize information; work with other office personnel to complete tasks. **PREFER:** Someone with some basic computer skills who can work independently. Supervision provided.

HOURS: Prefer several hours per week on a consistent basis.

Community Emergency Response Team (CERT)

Department: Fire Department

Location: 100 E. Cotton Street

This program trains volunteers in basic disaster response, such as fire safety, light search and rescue, team organization and medical procedures. Using the training from exercises and in the classroom, CERT members can assist others in the neighborhood or workplace following an event. CERT members are also encouraged to support emergency response agencies by being more actively involved in emergency preparedness projects in their community.

Volunteer Application and Longview Gregg County CERT Application are both required.

TRAINING IS REQUIRED

HOURS: Anytime.

City Council Prayer and Pledge Program

Department: City Council Meeting Room

Location: 300 W. Cotton Street

Volunteering for the Prayer and Pledge program is a way for the City to honor citizens during City Council meetings. This can also be a wonderful way for scouts to earn badges. If you know of an individual or group that would be interested in participating, please contact the Volunteer Center. Council meetings are generally held the second and fourth Thursday of each month at 5:30 p.m. in City Hall at 300 W. Cotton St. Please note that the time and date of Council meetings are subject to change.

Fire Department Chaplains Unit

Department: Fire Department

Location: 100 E. Cotton Street

Local clergy assist the community and Longview Fire Department giving spiritual support to victims of fires, server disasters, emergency calls, rescue or recovery calls, supporting officers or staff, personal consultations or crisis counseling. REQUIREMENTS: Fully ordained or licensed minister in a local recognized church in the Longview area. TRAINING: Required and provided on locations by the LFD. HOURS: May vary.

GIS / 911 Address Verification

Department: Public Works

Location: Throughout community

The City of Longview needs to validate the addresses and street names that exist in the community. This validation plays a vital role in information systems throughout the City including GIS and emergency response. Volunteers will drive throughout the City verifying addresses with maps provided by GIS. REQUIREMENTS: Ability to drive and review surroundings in a safe manner. PREFER: Someone with basic knowledge of computer usage and ability to learn new electronic tools. HOURS: Prefer several hours per week on a consistent basis.

Green Street Rec. Center Volunteers & Green Street Hatters

Department: Parks and Recreation Department

Location: Green St. Recreation Center, 814 S. Green Street

Volunteers assist with the programs and activities at the Green Street Recreation Center. Most volunteers are also members of the Green Street Recreation Center. Volunteers assist with game and table set up, bingo calling, fundraisers, setting up special events, teaching craft or recreation classes, and more. Additionally, the Green Street Hatters is a group that goes from the Green Street Recreation Center into the community to volunteer directly for other organizations such as nursing homes. REQUIREMENTS: Willingness to have fun and lend a hand with various events. HOURS: During regular business hours based on availability.

Green Street Rec. Center Computer Lab Instructor

Department: Parks and Recreation Department

Location: Green St. Recreation Center, 814 S. Green Street

To instruct adults in basic computer functions and uses in the computer lab located at the Green St. Recreation Center. Volunteers need to be computer literate in Microsoft applications such as Word (Beginning and Intermediate), Internet browsing of popular websites, E-mail programs such as: Outlook Express, Yahoo Mail, and Windows operating systems. Instructors should be able to assist students with basic computer use questions, but instructors will not need to function as a helpdesk in every student issue. REQUIREMENTS: Adequate computer technology skill level and an abundance of patience. HOURS: Regular class hours as established.

Housing and Community Development Receptionist

Department: Housing and Community Development

Location: 1202 N. 6 th. Street

To assist in the operation of the reception area within the Housing and Community Development Department; to provide information to citizens and the general public; to direct callers and visitors to the proper staff. **REQUIREMENTS:** Ability to answer multiple phone lines and direct calls; accurately record and relay messages; receive and properly route calls; communicate clearly and concisely both orally and in writing; maintain a consistent volunteer schedule. **KNOWLEDGE OF:** Modern office procedures; proper telephone etiquette. **ABILITY TO:** Respond to requests and inquiries from the general public with tact and courtesy; maintain professional composure **TRAINING AND SUPERVISION WILL BE PROVIDED.**

HOURS: As available Monday – Friday between 8 a.m. – 5 p.m.

Library Assistant

Department: Longview Public Library

Location: 200 W. Cotton Street

To perform a variety of office duties involved in the operation of Longview Public Library as prescribed by the appropriate library supervisor. Volunteer opportunities include the circulation, genealogy, and youth services. **REQUIREMENTS:** Trustworthy, mature person with ability to work well with others. **KNOWLEDGE:** Basic Office procedures. **ABILITY TO:** Organize information; work with other office personnel to complete tasks. **PREFER:** Someone who can work independently. Supervision provided. **HOURS:** Prefer several hours per week on a consistent basis.

Media Development

Department: City Manager's Office

Location: City Hall, 300 W. Cotton Street

Assist in the operation of media responsibilities on City of Longview Channel 5. And it may also include possible assistance with website development. **REQUIREMENTS:** Trustworthy, responsible person with attention to detail. **PREFER:** Someone with knowledge of broadcast media, especially TV. Volunteers should have knowledgeable computer skills, including knowledge of Microsoft PowerPoint. **HOURS:** Prefer several hours per week on a consistent basis, usually during normal business hours.

Partners in Prevention Children's Mentor

Department: Partners in Prevention

Location: Various School Locations

The Forever Friends and Co-Pilots mentoring program offers one to one mentoring for children ages 7 to 15 who have a loved one imprisoned. Our services are offered in Gregg, Rusk, Harrison, Marion, Panola, and Upshur counties. Requirements for becoming a mentor: have a caring heart, attend two training sessions, meet weekly at school with student (approximately one hour), and a one year commitment to the program.

HOURS: Approximately one hour per week for meeting, other activities may vary.

Partners in Prevention Circles of East Texas Ally

Department: Partners in Prevention

Location: Various locations

Circles of East Texas is an initiative based on a nationally recognized program to end poverty in our communities. Circles recognizes the need for a paradigm shift, asking those in need of assistance, and the public at large, to end poverty as a community. Circles is designed to give those living in poverty the tools to overcome and succeed, not as a hand-out, but as a hand up. Beneficiaries in the program are called Circle Leaders, because they have chosen to change their lives for the better and are the leader in that process. The Circle Leaders are then asked to give back to the same community and program that supported them as reciprocity. Circle Allies are the network of support and guidance that assist the Circle Leaders in working to step out of poverty. To become an Ally, you must have the desire to be a friend to a family who is trying to get out of poverty. Becoming an Ally is possible for anyone, with any level of resources, as long as you are genuinely motivated to help another family. As a circle member, you will receive an orientation to Circles prior to being matched with a Circle Leader.

HOURS: Vary by project.

Partners in Prevention Volunteer Program Assistant

Department: Partners in Prevention

Location: 4 th. floor of Glover-Crim Building at 140 E. Tyler Street

Partners in Prevention, a division of the City of Longview, is a community partnership recognized as a way for people to come together in respect and trust to work for a safe, healthy, drug-free community. The volunteer program assistant will be responsible for providing support to prevention specialist in coordinating and organizing program outreach materials and maintaining storage area, by making sure that the materials are stored neatly to maintain safety and organization. This position will require light lifting and reaching high levels using a step stool.

HOURS: Vary by project.

Partners in Prevention Committees and Projects

Department: Partners in Prevention

Location: 4 th. floor of Glover-Crim Building at 140 E. Tyler Street

Partners in Prevention, a division of the City of Longview, is a community partnership recognized as a way for people to come together in respect and trust to work for a safe, healthy, drug-free community. Committees provide opportunity for individuals to be involved in the planning and implementation of programs. Committees include Race Relations, Action Committee Against Underage Drinking, the Youth Action Committee, and the Media Advisory Committee. Programs include the Adopt-A-School Partnership of Longview, Red Ribbon Week, Mentoring, Texans Against Crime, and Crime Prevention Month.

HOURS: Vary by committee and project.

Planning & Zoning Office Assistant

Department: Planning and Zoning

Location: Development Services Building, 410 S. High Street

To assist with various office related tasks within the Planning & Zoning Department, including such activities as filing, organizing, scanning documents, and assisting with maps and plats.

REQUIREMENTS: Ability to work well in a group atmosphere. **KNOWLEDGE OF:** Modern office procedures; some computer skills. **ABILITY TO:** Maintain professional composure, learn and operate basic office equipment. **TRAINING AND SUPERVISION WILL BE PROVIDED.**

HOURS: As available, Monday – Friday.

Police Area Representative Office - Assistant to the Officer

Department: Police Department

Location: Police Area Representative Community Office

To assist in the operation of the reception area within a Police Area Representative's office. Provide information to citizens and the general public; to direct callers and visitors to the proper staff.

REQUIREMENTS: Ability to answer multiple phone lines and direct calls; accurately record and relay messages; receive and properly route calls; communicate clearly and concisely both orally and in writing; maintain a consistent volunteer schedule. **KNOWLEDGE OF:** Modern office procedures; proper telephone etiquette. **ABILITY TO:** Respond to requests and inquiries from the general public with tact and courtesy; maintain professional composure **TRAINING AND SUPERVISION WILL BE PROVIDED.**

HOURS: As available.

Police Chaplains Unit

Department: Longview Police Department

Location: Police Department and community, 302 & 324 W. Cotton Street

Local clergy assist the community and Longview Police Department giving spiritual support to victims of violent crime, server disasters, hostage calls, attempted or suicide calls, supporting officers or staff, personal consultations or crisis counseling.

REQUIREMENTS: Fully ordained or licensed minister in a local recognized church in the Longview area. **TRAINING:** Required and provided on locations by the LPD.

HOURS: May vary.

Police Department Pawn Shop Detail

Department: Police Department

Location: Criminal Investigation Department

The purpose of the Pawn Shop Detail is to assist the Police Department through data entry for the purpose of identifying stolen property. Volunteers perform data entry from pawn shop tickets into a database, which is then compared against stolen item reports. Volunteers in the program have been responsible for the return of a large amount of stolen goods. **REQUIREMENTS:** Trustworthy, mature person with ability to work well with others. Volunteers must be willing to sign a statement of confidentiality. **KNOWLEDGE:** Basic Office procedures and telephone etiquette. **ABILITY TO:** Use of a computer, Organize information; work with other office personnel to complete tasks. **PREFER:** Someone who can work independently. Supervision provided.

HOURS: Monday – Friday, prefer several hours per week on a consistent basis.

Stragent Dog Park

Department: Community Development

Location: Stragent Dog Park

The large and small dog parks are very popular places for dogs and their owners. Volunteers can assist patrons by explaining the regulations of the parks and the specific areas for the dogs based on their size. Enforcement of the regulations is not expected by volunteers and if assistance or more information is needed then the Animal Control Officer should be contacted. OUTDOOR ACTIVITY – In the dog parks and walking trail areas. Volunteers may need to point out regulation and information signs for dog park use. REQUIREMENTS: Good people and pet skills, easy going and pleasant. PREFER: Someone that can work independently. Some basic training is required. HOURS: As available.

Stormwater Project Assistant

Department: Public Works

Location: 933 Mobile Drive

OUTDOOR ACTIVITY - Stormwater Project Assistant will assist the City of Longview with the placement of advisory markers on stormwater drains throughout the City. Depending on abilities, the volunteer may also assist with mapping the locations of stormwater drains using a GPS unit. REQUIREMENTS: Trustworthy, mature person with ability to drive to locations throughout the City. Must be able to bend down to place markers on drains. Should be willing to learn how to use GPS equipment. Must be willing to sign a statement of confidentiality. PREFER: Someone who can work independently. Supervision provided. HOURS: Prefer several hours per week on a consistent basis.

Variety / Project Volunteer

Department: Volunteer Center

Location: Throughout community

To assist the implementation throughout the community with special events and projects that may occur during the year. This position may involve assisting with a variety of different departments and activities. REQUIREMENTS: Willingness to work in several different aspects of volunteering, including office, outside, and with special events. HOURS: Dependent upon the event.

Volunteer Center Assistant

Department: Volunteer Center

Location: Housing Building 1202 N. 6 th. Street

The Volunteer Assistant will be responsible for providing support to the Community Relations Coordinator in planning, organizing, and implementing volunteer programs. Volunteer Assistant will help with events for citizens to volunteer in their communities. This position utilizes a wide variety of

skills including communication, research, planning events, organizing clean up supplies, photographing clean ups, and other events as needed. No formal training is required. Volunteer experience is helpful. HOURS: Normal business hours and volunteer events on weekends or weekdays.

Adopter Opportunities

Adopt A School Partnership of Longview

Department: Volunteer Center

Location: Housing Building 1202 N 6 th. Street

Local schools love their adopters! Individuals, groups, organizations, or business may adopt all of the local school districts, a favorite school, or an individual class and instructor. The level of adoption is coordinated between the school and the adopter. Different forms of adoption could be supplies, equipment, a presentation, a program, or a school or classroom activity. Please contact the Volunteer Center for the initial arrangements with a school representative and the school or schools of your choice. HOURS: TBA arranged between adopter and school representative.

Other Projects

Department: Volunteer Center

Location: Housing Building 1202 N 6 th. Street

Special projects by Eagle Scouts, Boy Scouts, and Girl Scouts usually involve an improvement in a local park. Previous Eagle Scouts were two concrete walkways. Girl Scout projects can be planting flowers, shrubs, painting, or indoor work as well. Contact the Volunteer Center to discuss all projects. Your group may also have a unique project for consideration. HOURS: Dependent on the project.